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<div>Environmental Restoration Project Quality Procedure</div> <div>for:</div> <div>Procurement</div>				
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Revision Log

<i>Revision</i>	<i>Effective Date</i>	<i>Prepared By</i>	<i>Description of Changes</i>	<i>Affected Pages</i>
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R1	2/17/99	Andrew E. Gallegos	Revised all sections addressing statement of work requirements	All
R2	5/14/99	Andrew E. Gallegos	Revised cover page, sections 5.0, 6.0 and 7.0	All
R3	8/31/99	Andrew E. Gallegos	Revised cover page, all sections addressing statement of work requirements, added attachment A	All
R4	3/30/01	Andrew E. Gallegos	Revised cover page, all sections addressing statement of work requirements, added attachments B and C and sections 4.8 and 4.9	All
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Procurement

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Procurement

1.0 PURPOSE

This QP states the responsibilities and describes the process for the procurement of quality-affecting items (except for off-the-shelf items as defined in section 4.6 of this QP) and services for the ER Project.

2.0 SCOPE

This QP is a mandatory document and shall be implemented by all ER Project participants, when procuring items or services for the ER Project.

3.0 REFERENCES

ER Project personnel may locate an ER Project Quality Management Plan/ER Project QP/SOP requirements crosswalk at <http://erinternal.lanl.gov/documents/Procedures/qps.htm>.

QP-2.2, Personnel Orientation and Training

QP-3.2, Lessons Learned

QP-3.5, Peer Review Process

QP-4.4, Record Transmittal to the Records Processing Facility

QP-4.5, Document Control

QP-4.9, Document Development and Transmittal Process: Peer Review Required

QP-5.2, Control of Measurement and Test Equipment

QP-7.2, Supplier Evaluation

DI-4.20, Assembling Reference Sets for ER Project Documents

10 CFR 830 Subpart A, Quality Assurance Requirements

Department of Energy (DOE) Order 414.1, Quality

Los Alamos National Laboratory (LANL) Performance Requirement (LPR)-308-00-00, Quality

Price-Anderson Amendments Act

Editing and Compositing Guidelines for Preparing ER Project Documents
#ER1999-0173, dated March 2000

ER Project Sub-Contracting Tool Kit

4.0 DEFINITIONS

- 4.1 Built-to-order item — An unique item for which the design specifications are provided in the ER Project's Statement of Work (SOW).
- 4.2 Item — An all-inclusive term used in place of any of the following: appurtenance, assembly, component, equipment, material, module, part, structure, subassembly, subsystem, system, unit, or support systems.
- 4.3 Calibration standards — Certified Standards (e.g., weight sets) that are used to calibrate instruments that are used to perform testing or for taking measurements (e.g., balances).
- 4.4 Certificate of Conformance — A document signed or otherwise authenticated by an authorized individual certifying the degree to which services or calibration standards meet specified requirements.
- 4.5 Internal Analytical Laboratory — A non-commercial laboratory which is managed by the Los Alamos National Laboratory (e.g., LANL EES-1 wet chemistry laboratory)
- 4.6 Off-the-shelf item — A commonly produced item that may be ordered from a supplier on the basis of specifications set forth in the supplier's published product description (e.g., a test tube, a pH meter, etc.).
- 4.7 Procurement documents — Documents (e.g., purchase requests, purchase orders, SOWs, contracts, subcontracts, specifications, invoices, and/or credit-card receipts) that are used to facilitate the purchase of items or services.
- 4.8 Service — The performance of work including, but not limited to, sampling, sample analysis, drilling, design, construction, fabrication, inspection, nondestructive examination/testing, environmental qualification, equipment qualification, repair, and/or installation.
- 4.9 Statement of Work (SOW) — A procurement document that describes the tasks, products and/or services to be procured (e.g., design, specifications and other document development and submittals, personnel qualifications, material procurement, construction processes, testing etc.).
- 4.10 Supplier — a company and/or person contracted to provide materials or services also known as furnisher, merchant, vendor, provisioner, purveyor, retailer or vendor.
- 4.11 Graded Approach — A management tool used to evaluate the importance and relative risk of an item, activity, or service in the working process.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 6.0 of this procedure.

- 5.1 Requester — A person (i.e., a Los Alamos National Laboratory [Laboratory] employee or Laboratory Subcontractor) assigned to perform work on the ER Project who initiates procurement actions for ER Project items or services.
- 5.2 Technical Reviewer — An individual who is technically competent in the subject being reviewed (i.e., a Los Alamos National Laboratory [Laboratory] employee or Laboratory Subcontractor) assigned to review purchase requests and the associated Statement of Technical and Quality Requirements, as assigned by the requester.
- 5.3 Quality Program Project Leader (QPPL)
- 5.4 Quality Liaison (QL)

6.0 PROCEDURE

Note: Subcontractors may follow this quality procedure (QP) for the procurement of items or services or may use their own procedures as long as those procedures meet the requirements prescribed by the ER Project Quality Management Plan, and have been approved by the ER Project's Quality Program Project Leader (QPPL) before the commencement of the procurement activities.

Note: Environmental Restoration (ER) Project personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/Procedures/qps.htm>. However, it is their responsibility to ensure that they and utilize and train to the current version of this procedure. The author may be contacted if text is unclear.

Note: A graded approach should be used when implementing the requirements addressed in this QP (see 4.11 above).

Note: The Sub-Contracting Tool Kit (<http://erinternal.lanl.gov/Sub-Contracting/Toolkit/toolkitmain.htm>) includes a Statement of Work Helpsheet that provides the requester with more specific instructions on the process of developing a more detailed SOW than is provided in this QP (***to be used for procuring built-to-order items, calibration standards and services other than analytical services***).

Note: Refer to QP-4.9, Document Development and Transmittal Process: Peer Review Required and QP-3.5, Peer Review Process for SOW review requirements.

A SOW modification requires no peer review if an extension to the period of performance is required, a raise in the contract ceiling occurs, the regulatory

authority directs a change, or the modification is minor in technical scope (e.g., change in the number of samples collected, etc.). All SOW modifications that receive no peer review shall require the appropriate Quality Liaison's review and approval.

6.1 Initiating a Procurement

- 6.1 The **requester** ensures that the supplier of the item or service is on the Approved Suppliers List in accordance with QP-7.2, Supplier Evaluation.
- 6.2 The **requester** initiates the procurement of an item or service in accordance with the applicable Laboratory procurement policies and procedures (see the Sub-Contracting Tool Kit for specific guidance).

6.2 Procuring Built-to-Order Items

The **requester** develops a SOW that includes but is not limited to:

- a complete list of the built-to-order items that must be procured or manufactured;
 - detailed specifications and design drawings for the built-to-order items that are necessary for the ER Project to meet its goals for the items (this includes but is not limited to identifying material receiving inspections and "hold" and "witness points");
 - a statement that the work will be performed under the ER Project's quality program,
- or,
- a statement that the supplier will have a quality program that meets the applicable requirements of the 10 CFR 830 Subpart A, Quality Assurance Requirements; Department of Energy (DOE) Order 414.1, Quality; or Los Alamos National Laboratory (LANL) Performance Requirement (LPR)-308-00-00, Quality, and is approved by the ER Project's QPPL before the commencement of work;
- if the requirements of the SOW are subject to the Price-Anderson Amendments Act (PAAA) (may be found at <http://tis-nt.eh.doe.gov/enforce/>) a statement to ensure all subcontractors are notified of the EH-Enforcement consequences as address in the PAAA "Enforcement of 10 CFR 830 Subpart A, Quality Assurance Requirements";
 - a requirement for the submission of verification documents for special procurements and processes (e.g., metal material, welding, testing, etc.); and
 - a list of minimum personnel qualification requirements, if appropriate.

6.3 Procuring Services (Other than Analytical Services)

Note: The **requester** should use the Statement of Work for Services Checklist (Attachment A) to ensure that the SOW meets the requirements of this QP.

The **requester** develops a SOW that includes the following, as appropriate:

- a detailed list of the tasks that must be accomplished;
- a statement that the Subcontractor is responsible for quality of the services performed and items provided under this subcontract; the Subcontractor shall establish, maintain, and implement a quality program that complies with 10 CFR 830, Subpart A, Quality Assurance Requirements, DOE Order 414.1, Quality or LANL LPR 308-00-00, Quality, as it applies to the work performed under this subcontract;

OR

a statement that as an alternative to having its own quality program, wholly or in part, the Subcontractor may work, wholly or in part, under the ER Project's quality program; under this arrangement, the Subcontractor personnel still must conduct periodic assessments (schedule to be coordinated with the QPPL) of the work performed to help ensure adequate implementation;

- a statement that the Subcontractor shall furnish for review by the ER Project QPPL the Subcontractor plan that describes the quality program or a matrix that indicates how the quality program meets the requirements of the ER Project Quality Management Plan (the QPPL will consider an interim plan or matrix for the first 30 days of operation);
- a statement that operations will be permitted to begin only after the purchaser acceptance of the Subcontractor quality plan or matrix and implementing documents or acceptance of an interim plan or matrix and implementing documents applicable to the particular feature of work to be started; work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a plan or matrix and implementing documents or another interim plan or matrix and implementing documents for the additional feature(s) of work to be started;
- a statement that the Subcontractor shall provide personnel with adequate qualifications in areas of environmental restoration quality assurance to help ensure effective implementation of the quality program, these;
- a list of minimum personnel qualification requirements, as appropriate;
- a statement that the contractor must incorporate the applicable ER Project quality requirements into any subcontractor procurement documents;

- if the requirements of the SOW are subject to the Price-Anderson Amendments Act (PAAA) add a statement to ensure all Subcontractors are notified (PAAA may be found at <http://tis-nt.eh.doe.gov/enforce/>) of the EH-Enforcement consequences as address in the PAAA “Enforcement of 10 CFR 830, Subpart A Quality Assurance Requirements”;
- a description of specific technical criteria that services, work products, and/or deliverables must meet or surpass for acceptance by the ER Project;
- a statement that the contractor shall revise or develop documentation (e.g., quality procedures, standard operating procedures etc.), as necessary, before commencement of work,
- a statement that all information, regardless of physical form, if generated in connection with work performed according to the provisions of this contract, are property of the University of California/Los Alamos National Laboratory and must be delivered to the University upon completion of the work or as otherwise requested;
- a list of the documents to be submitted for information, review, or acceptance and a schedule for submittal of the documents;
- the requirement that an acceptable deliverable document will:
 - ♦ adhere to applicable ER Project outlines and/or annotated outlines;
 - ♦ be prepared according to the guidance provided in “Editing and Compositing Guidelines for Preparing ER Project Documents” (current edition), which can be found at: <http://erinternal.lanl.gov/>;
 - ♦ be delivered to the requester in electronic format using the file types specified in Table 6.3-1 unless otherwise approved by the requester, and that the approval must be documented (if diskettes or other portable media are used for delivery, they must be compatible with IBM-PC machines);
 - ♦ Provide tables, logs, maps, photographs etc. as listed in Table 6.3.1;

**Table 6.3-1
Required File Types**

	First Choice	Second Choice	Third Choice	Fourth Choice
Maps, logs (e.g., borehole logs), drawings*	Adobe Illustrator EPS	Other EPS		
Photos*	Photoshop	TIFF	JPG (high resolution)	
Other Figures (charts, graphs, viewgraphs, etc.)*	Native format if in Excel or Powerpoint	EPS (out of S-plus, Visio, AutoCAD, etc.)	PostScript	
Page Layout	MS Word (not a page layout tool)	Frame Maker	PageMaker	
Web (pages)	HTML from Dream weaver 3.0	PDF compatible with Reader		
Web (still graphics)	JPG or PNG for photos	GIF for other		
Tables	MS Word or Excel	Older versions of Excel	Tab-delimited text	
Text	MS Word	Older versions of Word	Frame Maker	RTF
* Use Helvetica font inside a figure. Do not use color unless specifically requested. Use patterns (instead of different shadings of gray) to distinguish different areas of a figure.				

6.4 Procuring Internal and External Analytical Services

Note: The ER Project has SOWs with subcontracted analytical laboratories.

These SOWs can be used for the majority of analytical services required by the ER Project. The requester must develop a SOW for all analytical services if those services will be provided outside of the existing ER Project approved SOWs for analytical services.

6.4.1 The **requester** develops a SOW that includes the following, as applicable:

- a detailed description of the work to be performed;
- a list of the required compliance documents (i.e., federal acquisition regulations, industry standards, Laboratory standards, CFRs, ER Project documents [e.g., sample analysis plans, field implementation plans, etc.]);
- a list of the documentation that must be submitted to ER Project for information, review, or acceptance (e.g., electronic and/or hard copy);
- the deliverables due dates;

- the disposition requirements for sample remnants;
- a list of any special sample requirements such as handling, preparation, environmental considerations, radiological storage, tracking, use of refrigerators and freezers, use of sample containers, etc; and
- the types of analytical methods that must be followed.

The **requester** must enter in the SOW the appropriate requirements listed in Section 6.3.

6.4.2 The **requester** ensures that the SOW is reviewed and approved in accordance with QP-3.5, Peer Review Process.

6.5 Procuring Calibration Standards

6.5.1 The **requester** develops a purchase request that includes:

- a description of the standard to be purchased;
- a list of the documentation to be submitted to ER Project for information, review, or acceptance;
- a requirement that the supplier must submit to the ER Project documentation that provides evidence that calibration standards conform to procurement requirements, including:
 - ◆ traceability from the purchased standard to the specific procurement document;
 - ◆ traceability of the purchased standard to National Institute of Standards or other nationally recognized standard or constant, as applicable;
 - ◆ the identification of the specific procurement requirements, including approved changes, waivers, or deviations, met by the purchased standard, as applicable; and
 - ◆ the identification of any procurement requirements that were not met along with an explanation and the means for resolving the deficient condition, as applicable; and
- a statement that the documentation must be signed and dated or otherwise authenticated by the supplier.

6.5.2 The **requester** must enter in the SOW the appropriate requirements listed in Section 6.3.

6.6 Reviewing Documents for the Procurement of Services

The **requester** ensures that the SOW is reviewed and approved in accordance with QP-3.5, Peer Review Process.

6.7 Purchase Requisitions

Note: This section addresses the procurement of items and services that require adherence and/or compliance to quality requirements, design specifications

and drawings; and federal, state and local regulatory requirements and laws. Purchase of items such as office supplies, computers etc. are not addressed.

- 6.7.1 The **requester** completes a purchase request, and if appropriate, prepares a Statement of Technical and Quality Requirements written according to Attachment B, and forwards the documents to an independent technical reviewer for review.

Note: It is recommended that the requester contact the QPPL for assistance in the preparation of the Statement of Technical and Quality Assurance Requirements.

- 6.7.2 The **technical reviewer** evaluates the Statement of Technical and Quality Requirements to determine if the technical requirements are adequately addressed as required by Attachment B.

- 6.7.3 If the purchase request is a LANL purchase request, the **requester** shall then submit the purchase request to the ER Lead Budget Analyst for review and signature approval.

- 6.7.4 The **requester** forwards the request with the Statement of Technical and Quality Requirements to Quality Integration and Improvement for review and approval.

Note: It is recommended that the requester contact the QPPL to determine if the recommended supplier has been qualified for the scope of work identified in the purchase request or to discuss alternate suppliers.

- 6.7.5 A **Quality Liaison** (QL) reviews the Statement of Technical and Quality Requirements to ensure that quality requirements, as specified by Attachment B are adequately addressed.

- 6.7.5.1 If the Statement of Technical and Quality Requirements is unacceptable, a **QL** returns the document to the requester for additional information or correction, as appropriate.

- 6.7.5.2 If the Statement of Technical and Quality Requirements is acceptable, a **QL** signs and dates the document, and returns it to the requester.

- 6.7.6 The **requester** obtains management approval of the purchase request and submits the purchase documentation to the appropriate purchasing organization.

6.8 Material Receipt Inspection

- 6.8.1 Upon receipt of a built-to-order item, document submittals, analytical data or any item that requires the submission of a certificate of

conformance, the **requester** and/or a **quality liaison** shall conduct a material receiving inspection (see Attachment C) to ensure that the item(s) ordered conforms to requirements stated in the SOW.

6.8.2 The **requester** and/or the **quality liaison** shall document the inspection (see Attachment C).

6.8.3 All analytical service deliverables shall be inspected in accordance with applicable validation ER Project standard operating procedures.

7.0 RECORDS

The **requester** transmits the following records, as applicable, to the Records Processing Facility in accordance with QP-4.4, Records Transmittal to Records Processing Facility.

7.1 Purchase Request

7.2 Statement of Work

7.3 Receiving Inspection Report form

7.4 Supplier documentation (e.g., calibration standard documentation, Certificate of Conformance, supplier deficiency reports, etc., if applicable)

7.5 Any pertinent correspondence related to the documents listed in this section

8.0 TRAINING

8.1 All users of this QP are trained by reading the procedure, and the training is documented in accordance with QP-2.2 and entered into the ER Project Training Database at <http://erinternal.lanl.gov/Training/Training.asp>.

9.0 ATTACHMENTS

Attachment A: Statement of Work for Services Checklist (1 page)

Attachment B: "Guidance Document" Statement of Technical and Quality Requirements form (3 pages)

Attachment C: Receiving Inspection Report form (1 page)

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Statement of Work for Services Checklist

Note: An entered check mark (✓) indicates the requirement has been met. (If the statement does not apply to the SOW, enter: n/a.)

	Is the SOW sufficiently specific to permit the Laboratory and the prospective subcontractors to determine the personnel, special facilities, supplies, equipment, subcontracts, consultants, etc. needed to accomplish the work?
	Is general information clearly distinguishable from subcontractor responsibilities? (Statements that do not directly contribute to the requirements should be avoided because they may be ambiguous or confusing and may increase costs.)
	Have the required technical objectives, subordinate tasks, desired results, and deliverables (including the criteria against which they will be evaluated) been clearly and specifically described so the subcontractor can understand what is required and the Laboratory can assess the quality of the work?
	Has adequate background information been provided to ensure a clear understanding of the requirements and how they evolved?
	Have technical considerations, such as any known specific phenomena or techniques, been clearly presented?
	Have critical milestones and delivery dates been included in the SOW for all tasks that require a Laboratory review and approval or an acceptance/rejection decision before the subcontractor proceeds to accomplish additional effort?
	Has the SOW been written as specifically as possible while providing the subcontractor the flexibility that is necessary to meet the technical needs?
	Are applicable specifications or exhibits included? If so, are they properly referenced in the document?
	Have the elements of quality assurance for the Subcontractor and its subtier contractors (including those for hardware and software, material purchase and receipt inspection as applicable) been fully considered for the total life of the requirement?
	Have the technical requirements been correctly reflected in the SOW?
	Have the Laboratory's role and responsibilities been clearly identified?
	Have environmental, health, and safety in the requirements been considered?
	Have security requirements been identified?
	Have design requirements for construction been clearly identified?
	Has government-furnished equipment been described?
	Has Price-Anderson Amendments Act been clearly addressed in the SOW?
	Have material receiving inspection requirements been clearly identified?
	Have the delivery dates for the deliverables been clearly specified?
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“ Guidance Document” Statement of Technical and Quality Requirements for Purchase Requisitions

Consider provisions A through F below and include with the Purchase Request for the purchase of services (except analytical services).

A. Work Description

Describe the Supplier's requirements.

B. Technical Requirements

1. Specify requirements, and if applicable, identify specific documents, including revision levels, (e.g., regulations, codes, specifications, approved design drawings, procedures, etc.) that describe the technical requirements of the procured service.
2. Specify the acceptance criteria that evaluates the supplier performance (see QP-7.2, Supplier Evaluation).

C. Quality Requirements (Quality Assurance/Quality Control)

1. Specify if work will be performed under the ER Project Quality Management Program. If so, identify the specific sections of the program and documents that were provided to the supplier.

OR

Specify that the supplier will conduct services in accordance with their quality assurance program, which meets the applicable requirements (e.g., 10 CFR 830 Subpart A, Quality Assurance Requirements; DOE Order 414.1, Quality; or LANL LPR 308-00-00, Quality) and must identify applicable procedures. The extent of the quality assurance program depends on the scope, nature, or complexity of the procured service.

Note: Prior to the initiation of work, obtain information concerning the approved supplier quality assurance program from the QPPL.

2. Specify that subcontracting by subcontractors or vendors is allowed only after ER Project approval.
3. If the requirements of the SOW are subject to the Price-Anderson Amendments Act (PAAA) include a statement to ensure all subcontractors are notified of the EH-Enforcement consequences as addressed in the PAAA “Enforcement of 10 CFR 830, Subpart A, Quality Assurance Requirements.”;
4. Specify that the supplier will incorporate the appropriate quality program requirements into any subtier supplier-issued procurement documentation.

5. If applicable, specify manufacturing/fabrication inspection requirements (e.g., non destructive test of welding material, painted surface testing, fabrication “hold” and/or “witness points” etc.)
6. Specify material inspection requirements (e.g., “hold” and/or “witness points”, and compliance to specifications and/or design documentation. etc.). See Attachment C.
7. Require submittal of personnel qualifications and certification records for tasks and/or processes that require special qualifications and/or certifications (e.g., testing and inspection of welding processes, painting etc.).
8. Specify that the supplier cannot begin work until written authorization from the buyer.

D. Right-of-Access Provision

Include the following statement:

“Los Alamos ER Project personnel, Department of Energy representative, and other persons authorized by Los Alamos National Laboratory have the right of access to supplier’s facilities and records to conduct surveillance’s and assessments.” Los Alamos ER Project verification activities do not relieve the supplier of the responsibility for their own verification of quality achievement.

E. Shelf-Life and Expiration Date of Materials

1. Identify submittal of documentation that identifies shelf life and expiration dates of materials ordered and stored, if applicable

F. Documentation Requirements

1. Identify the documentation to be submitted to the ER Project for information, review or acceptance (e.g., Certified Material Test Reports for chemical and physical properties, etc.).
2. Identify a schedule for submittal of documentation, if applicable.
3. Specify retention times and disposition requirements for required documentation maintained by the supplier.
4. Require the supplier to provide the ER Project with objective evidence that services conform to procurement documentation (e.g., certification of conformance).
5. For the procurement of calibration services that are external to the Los Alamos ER Project, require the supplier to provide the documentation that is identified in subsection 6.2.3 of QP-5.2, Control of Measurement and Test Equipment.
6. When a certificate of conformance is provided, specify that:

- the certificate must provide traceability from the purchased service to the specific procurement document;
 - the certificate must identify the specific procurement requirements, including approved changes, waivers, or deviations, met by the purchased service;
 - the certificate must identify any procurement requirements that have not been met and provide an explanation and the means for resolving the deficient conditions;
 - the certificate must be signed and dated or otherwise authenticated by an authorized person whose responsibilities and position are described in the supplier quality assurance program.
 - the certification process, including the implementing documents to be followed in filling out a certificate and the administrative implementing documents for review and approval of certificates, must be described in the supplier's quality assurance program.
7. Specify that data, regardless of physical form, if generated in connection with work performed according to the provisions of this purchase request, are the property of the Federal government and must be released to a Los Alamos ER Project representative upon termination of the contract.

G. Deficiency Reporting

Specify that the supplier must report any failure to comply with procurement document technical or quality requirements to the Los Alamos ER Project for disposition review.

(Date)

RECEIVING INSPECTION REPORT

Purchase Requisition No: _____

Date Ordered: _____

Date Received: _____

Ordered By: _____

Note: Receiving inspection performed by the purchase requisition requester shall be documented using the checklist criteria to the extent it is applicable to the item or material purchased. Results shall be evidenced by a check mark (✓) in the appropriate "NA/Accept/Reject/Yes/No Box".

Receipt Inspection Checklist Criteria	N/A	Accept	Reject
1. Verify item/material received is the same as the purchase documents.			
2. Visually inspect received condition for shipping damage.			
3. Verify quantity, dimensions, identification, and markings are correct.			
4. Review quality assurance requirements and verify quality clause conformance for the following:			
• Supplier documentation is complete/legible/meets purchase requisition requirements.			
• Certifications required by the purchase requisition are correct/complete/authenticated.			
• Inspection and test records conform to manufacturers published data.			
• Certificates of Calibration have traceability to NIST.			
• Item/Component Marking/Serialization is traceable to test data.			
• Limited Shelf Life Material is marked with applicable expiration date.			
• Manufacturing nonconformances were reported to the purchaser.			
• Certified Material Test Reports (CMTRs) were included.			
• Inspection for evidence of suspect or counterfeit parts or material is performed.			
5. Manufacturers Certificate of Conformance identifies the following, as a minimum:			
• Materials or equipment traceability to the purchase requisition requirements.			
• Codes/standards/specifications that are applicable to the purchase requisition.			
• Purchase requisition requirements that may be unmet.			
• Certificate is signed by an official of the supplier organization.			
6. Verify all deliverables (documents only) meet the minimum requirements.			
7. Analytical Sample documentation identifies the following, as a minimum:			
• All analytical suites requested are present.			
• All analytical samples requested are present.			
• All appropriate QA/QC Forms are present.			

Remarks:

Placed in Storage ☐ Yes ☐ No ☐ N/A

Location: _____

Verification of Inspection:

I have verified that this receipt inspection was properly conducted and the items and/or material meets requirements as identified in the appropriate purchase requisition (Confirmed by).

Received by: _____ Quality Liaison _____
 print name, then sign (Date) print name, then sign (Date)

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Los Alamos
Environmental Restoration Project